



Joseph V. Doria, Jr.
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: April 2, 2008

JOB TITLE: Financial Analyst Coordinator
SALARY: (R13) (\$57,945) - (\$81,535)
DIVISION: Property Management
Union Status: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐
FL STATUS: Exempt ☒ Non-Exempt ☐
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under the supervision of the Asset Manager, conduct in-depth financial reviews of audited financial statements for HMFA-financed/monitored properties to ensure compliance with GAAP, HMFA accounting policies, HMFA regulations and the terms of audit contract and mortgage documents; review compilation reports and annual operating budgets; review draft correspondence and checklists prepared by HMOs; Assist with delinquent submissions of any required statements or documents, policy and audit contract updates and requests for return on equity, tax payments, rent increases and syndication proceeds and Agency Board actions; perform financial analyses for workouts and refinancing; perform other related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Four (4) year degree in Business, Finance, Accounting or related field.

2) EXPERIENCE / SKILLS:

Five (5) years experience in a related field or a combination of both education and experience which meet the required knowledge, skills, and abilities. Knowledge of GAAP, real estate property management procedures and Federal and State housing programs preferred. Proficiency in Microsoft Office and MITAS software preferred. Ability to plan, organize and accomplish multiple assignments simultaneously. Establish and maintain effective working relationships with staff and general public and communicate effectively orally, and in writing, and to listen actively.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX, E-MAIL OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858. E-Mail: HRJobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.